

Creating a Program Report

Slide 1

2016

[egrantshttps://egrants.cjri.in.gov/Base/Login.aspx](https://egrants.cjri.in.gov/Base/Login.aspx)

After logging in to e-Grants you will see the screen below. Click on **Project Management**

Slide 2

eGrants

Indiana Criminal Justice Institute

System will time out at: 05:04:31 PM. Remaining time: 239:58

Back Button will not take you back pages, Instead use the application menus and controls.

Logoff

Main Menu | User Management | Funding Announcement | **Project Management** | Work Manager

Welcome to ICJI Egrants!
Please select a menu tab or prompt link to continue.

[CLICK HERE](#) To access an existing project (Grant Application, Continuation Application, Modification...) or create/update reports such as the Program Report, Fiscal Report, or Inventory Report (**Project Management** tab).

[CLICK HERE](#) To create a new Application (or Concept Paper) in response to a Funding Announcement (**Funding Announcement** tab).

[CLICK HERE](#) To view any Alerts and/or Tasks assigned to you (**Work Manager** tab).

[CLICK HERE](#) To update your profile information (Name, Address, Phone Number...) or to request security in order to maintain or view grants for your organization/county (**User Management** tab).

[CLICK HERE](#) To Subscribe to receive an email when new granting opportunities become available.

[CLICK HERE](#) To Unsubscribe from Email notifications when granting opportunities become available.

ICJI Egrants

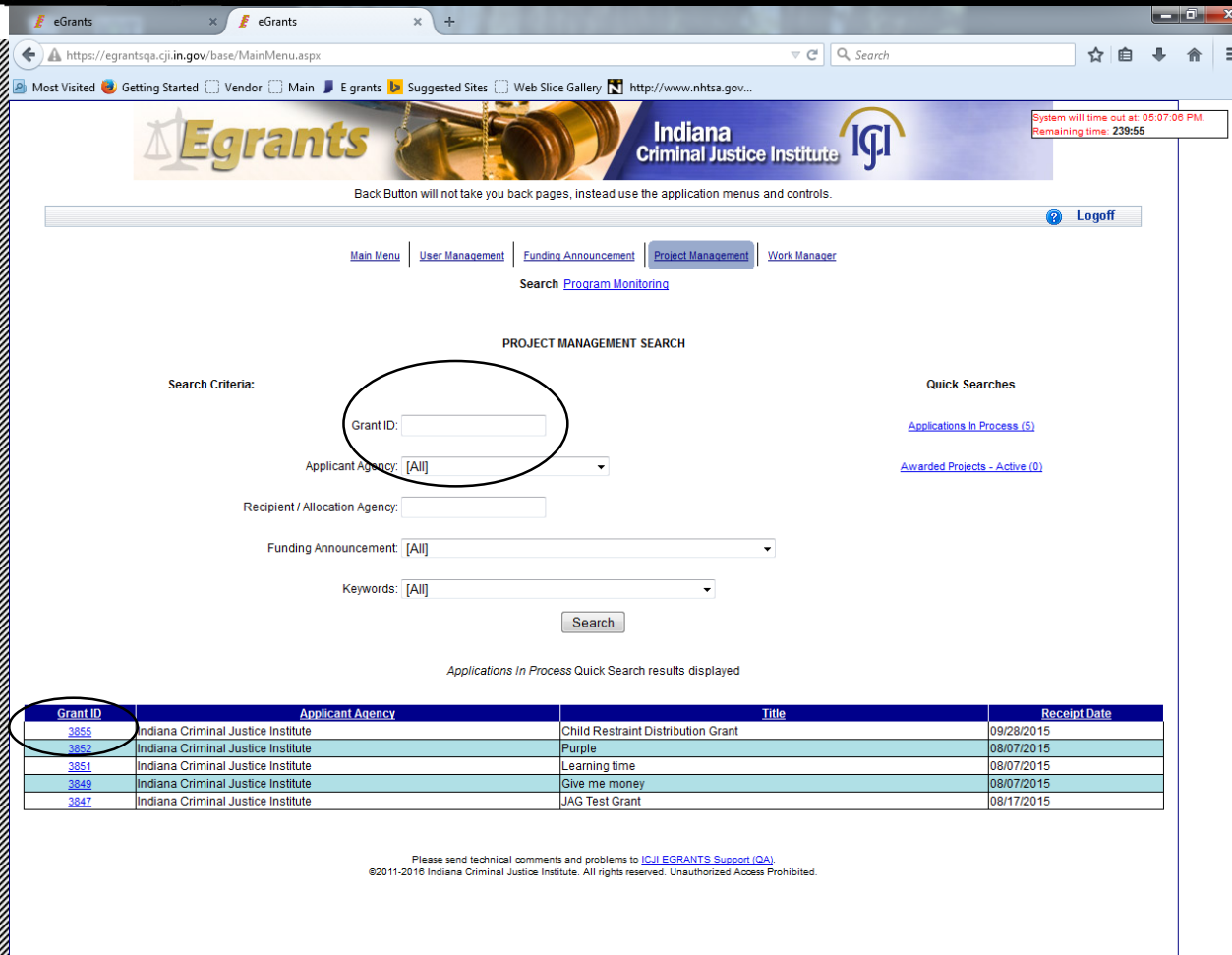
This website is optimized for Internet Explorer. Use of any other browser will cause aspects of the website to not operate correctly.

Please send technical comments and problems to [ICJI EGRANTS Support \(QA\)](#).
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HttpRuntime: UnloadAppDomain() System Debug Information Display

Click on your grant number or type in your Grant ID#.

Slide 3



The screenshot shows the eGrants website interface for the Indiana Criminal Justice Institute. The main navigation bar includes links for Main Menu, User Management, Funding Announcement, Project Management, and Work Manager. The Project Management section is active, showing a search form with fields for Grant ID, Applicant Agency, Recipient / Allocation Agency, Funding Announcement, and Keywords. The Grant ID field is circled. Below the search form, a table displays search results for applications in process.

System will time out at: 05:07:08 PM.
Remaining time: 238:55

Back Button will not take you back pages, instead use the application menus and controls.

Logoff

Search: [Program Monitoring](#)

PROJECT MANAGEMENT SEARCH

Search Criteria:

Grant ID:

Applicant Agency:

Recipient / Allocation Agency:

Funding Announcement:

Keywords:

Quick Searches

[Applications In Process \(5\)](#)

[Awarded Projects - Active \(0\)](#)

Applications In Process Quick Search results displayed

Grant ID	Applicant Agency	Title	Receipt Date
3855	Indiana Criminal Justice Institute	Child Restraint Distribution Grant	09/28/2015
3852	Indiana Criminal Justice Institute	Purple	08/07/2015
3851	Indiana Criminal Justice Institute	Learning time	08/07/2015
3849	Indiana Criminal Justice Institute	Give me money	08/07/2015
3847	Indiana Criminal Justice Institute	JAG Test Grant	08/17/2015

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Once in your grant the screen below will come up.
Click on the top [Click here: To enter/update/view a Program, or Fiscal Report](#) for this grant

Slide 4



The screenshot shows the eGrants system interface for the Indiana Criminal Justice Institute (ICJI). The browser address bar displays the URL: <https://egrantsqa.cji.in.gov/base/ProjectManagement/SearchExternal.aspx>. The page header includes the eGrants logo, the ICJI logo, and a system timeout notice: "System will time out at: 05:08:37 PM. Remaining time: 239:57". Below the header, there is a navigation menu with links: Main Menu, User Management, Funding Announcement, Project Management (highlighted), and Work Manager. Under Project Management, there are sub-links: Project Monitoring, Audit, Fiscal Details, and Reporting Requirements. The main content area displays grant information: Grant ID: 3855, Status: Open - Ready for Board, Project Title: Child Restraint Distribution Grant, and Fund Announcement: 2013 Child Restraint Distribution Grant. A section titled "PROJECT SUMMARY" contains four "CLICK HERE" links with descriptions: "To enter/update/view a Program, Fiscal, or Inventory Report for this grant (Monitoring menu item).", "To view any Audit Information for this grant (Audit menu item).", "To view the current financial information for this grant such as payments and funding sources (Fiscal Details menu item).", and "To view the reporting requirements for this grant such as when fiscal reports are due (Reporting Requirements menu item).". An orange arrow points to the first "CLICK HERE" link. Below this section, there is a "Select the document link to access the details (i.e. Budget, Main Summary, Contract report...)" section with a table showing the grant details: Phase, Documents, Start - End Dates, and Status. The table row for grant 3855 shows: Phase: Application, Documents: Create Project Modification Request (PMR), Start - End Dates: 10/1/2015 - 6/30/2016, and Status: Open - Ready for Board. A "View Issues/Comments" button is located below the table. At the bottom of the page, there is a footer with contact information for ICJI EGRANTS Support (QA) and a copyright notice: ©2011-2016 Indiana Criminal Justice Institute. All rights reserved. Unauthorized Access Prohibited.

Back Button will not take you back pages, instead use the application menus and controls.

Logoff

Main Menu | User Management | Funding Announcement | **Project Management** | Work Manager

Project Monitoring | **Audit** | Fiscal Details | Reporting Requirements

Grant ID: 3855
Status: Open - Ready for Board

Project Title: Child Restraint Distribution Grant
Fund Announcement: [2013 Child Restraint Distribution Grant](#)

PROJECT SUMMARY

[CLICK HERE](#) To enter/update/view a Program, Fiscal, or Inventory Report for this grant ([Monitoring](#) menu item).

[CLICK HERE](#) To view any Audit Information for this grant ([Audit](#) menu item).

[CLICK HERE](#) To view the current financial information for this grant such as payments and funding sources ([Fiscal Details](#) menu item).

[CLICK HERE](#) To view the reporting requirements for this grant such as when fiscal reports are due ([Reporting Requirements](#) menu item).

Select the document link to access the details (i.e. Budget, Main Summary, Contract report...).

Phase	Documents	Start - End Dates	Status
3855	Create Project Modification Request (PMR)	10/1/2015 - 6/30/2016	Open - Ready for Board

[View Issues/Comments](#)

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The screen below will then come up. Click on **Create Program Report**

Slide 5

The screenshot shows the eGrants system interface for the Indiana Criminal Justice Institute. The browser address bar displays the URL: <https://egrantsqa.cji.in.gov/base/ProjectManagement/Project/PRMainSectionSummary.aspx>. The page header includes the eGrants logo, the Indiana Criminal Justice Institute logo, and a system timeout warning: "System will time out at 05:10:41 PM. Remaining time: 239:58". A navigation bar contains links for Main Menu, User Management, Funding Announcements, Project Management, and Work Manager. Below the navigation bar, the page displays project details: Grant ID: 3855, Project Title: CH... Distribution Grant, Applicant Agency: Indiana Criminal Justice Institute, Program Staff Contact: Ms. Angela M. Morris, and Fiscal Contact: Ms. Angela M. Morris. A large orange arrow points to the "Create Program Report" button. Below the buttons, the "MAIN SUMMARY" section includes filter criteria for Phase and Approval Status, and instructions to access reports. The page also features four tables: Cumulative Fiscal Reports, Program Reports, Inventory Reports, and Program Monitoring Reports. At the bottom, there are links for technical support and a copyright notice for 2011-2016 Indiana Criminal Justice Institute.

Back Button will not take you back pages, instead use the application menus and controls.

Logoff

Main Menu | User Management | Funding Announcements | Project Management | Work Manager

Project Monitoring | Audit | Fiscal Data | Reporting Requirements

Grant ID: 3855 Project Title: CH... Distribution Grant Applicant Agency: Indiana Criminal Justice Institute

Program Staff Contact: Ms. Angela M. Morris Fiscal Contact: Ms. Angela M. Morris

Create Fiscal Report Create Program Report Create Inventory Report

MAIN SUMMARY

Filter Criteria

Phase: [All] Approval Status: [All]

To access a fiscal or program report, click on the period ending date to open the report.

Cumulative Fiscal Reports

Phase	Period Ending	Report Type	Status	Last Update Date	Approval Status	Entered By
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Program Reports

Phase	Period Ending	Report Type	Status	Last Update Date	Approval Status	Entered By
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Inventory Reports

Phase	Status	Last Update Date	Approval Status	Entered By
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Program Monitoring Reports

Report ID	Date of Last Visit	Programs	Additional Grants	Issues/Comments	Letter of Compliance
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Create Fiscal Report Create Program Report Create Inventory Report

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<https://egrantsqa.cji.in.gov/base/ProjectManagement/SearchExternal.aspx#>

What to do from here

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- Answer the question: **Is the Project on Schedule?** (Select Yes or No in drop down box)
- If not - Explain. If yes - move to next box
- Briefly List Activities Conducted This Period - one or two paragraphs of enforcement focus and activities (seat belt enforcement for festival, aggressive driving focus during St. Patrick's Day, etc.)

Official Chicago Cubs We... x Proposal 759825 x Daytona, Florida Golf Vaca... x

https://egrants.cj.in.gov/Base/ProjectManagement/Monitoring/MNLListing.aspx

Most Visited Getting Started ICI Home Official Chicago Cubs ICI Egrants Login ICI - Operation Pull O... ArbitersSports f (14) Facebook Google Calendar - Mo... Welcome | Jnetnet NC Online Warsawnt@GMAIL.com Outlook.com - lgnub... Teacher Credit Union Apple

System will time out at 11:14:10 PM Remaining time: 239:45

Logoff

Main Menu User Management Funding Announcement Project Management Work Manager

Project Monitoring Audit Fiscal Details Reporting Requirements

Grant ID: 4371 Project Title: FY 2016 Operation Pull Over Grant Project Start: 10/1/2015 Project End: 9/30/2016 Applicant Agency: Town of Chesterton - Police Dept Report Period: 10/1/2015 To 12/31/2015

PROGRAM REPORT

Report Status: Submitted Approval Status: Approved Status Updated By: Ms. Karen Ritchie

Report Due Date: 1/16/2016 Submitted Date: 1/5/2016 Return Date: Resubmitted Date:

Final Report: No [Make Final Report](#)

Is The Project On Schedule? * Yes
If not, please explain:
Briefly List Activities Conducted During This Period: *
Blitz 84 Safe Family Travel and OPO December 2015 enforcement

Sections	Open Corrective Actions	Status	Last Update Date	Last Updated By
Attachments	0	Complete	1/5/2016	Assistant Chief David Lohse
Performance Indicators	0	Complete	1/5/2016	Assistant Chief David Lohse
OPO Narrative Report	0	Complete	1/5/2016	Assistant Chief David Lohse

[View Report](#) [Save as Draft](#) [Submit Report](#) [Delete](#) [Back](#)

Please send technical comments and problems to [CJL EGRANTS Support](#)
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https://egrants.cj.in.gov/Base/ProjectManagement/Project/PMMainSectionSummary.aspx

Ask me anything 12:16 PM 1/28/2016

Click on **ATTACHMENTS** under the blue line called **REPORT SECTIONS**

Slide7

Official Chicago Cubs We... x Proposal 756925 x Daytona, Florida Golf Vaca... x egrants x +

https://egrants.cj.in.gov/Base/ProjectManagement/Monitoring/MNListing.aspx

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Back Button will not take you back pages, instead use the application menus and controls.

Logoff

Main Menu User Management Funding Announcement Project Management Work Manager

Project Monitoring Audit Fiscal Details Reporting Requirements

Grant ID: 4371 Project Start: 10/1/2015 Project Title: FY 2016 Operation Pull Over Grant Project End: 9/30/2016 Applicant Agency: [Town of Chesterton - Police Dept.](#) Report Period: 10/1/2015 To 12/31/2015

PROGRAM REPORT

Report Status: Submitted
Approval Status: Approved
Status Updated By: [Ms. Karen Ritchie](#)

Report Due Date: 1/16/2016
Submitted Date: 1/5/2016
Return Date:
Resubmitted Date:

Final Report: No [Make Final Report](#)

Is The Project On Schedule? * Yes
If not, please explain:
Briefly List Activities Conducted During This Period: *
Blitz 84 Safe Family Travel and OPO December 2015 enforcement

Report Sections

Sections	Open Corrective Actions	Status	Last Update Date	Last Updated By
Attachments	0	Complete	1/5/2016	Assistant Chief David Lehee
Performance Indicators	0	Complete	1/5/2016	Assistant Chief David Lehee
OPO Narrative Report	0	Complete	1/5/2016	Assistant Chief David Lehee

[View Report](#) [Save as Draft](#) [Submit Report](#) [Delete](#) [Back](#)

Please send technical comments and problems to [ICI EGRANTS Support](#)
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https://egrants.cj.in.gov/Base/ProjectManagement/Project/PRMainSectionSummary.aspx#

Ask me anything 12:16 PM 1/28/2016

Click **Add Attachment**: You should have at least 2 and could have up to 6 Attachments before you click **SAVE - COMPLETE**.

Slide8

The screenshot shows the eGrants system interface for the Indiana Criminal Justice Institute. The page is titled 'Attachments' and displays project details for Grant ID: 4434, Project Title: FY 2016 Bicycle Enforcement and Education, and Project End: 9/30/2016. The 'Attachments' section is currently empty, and an orange arrow points to the 'Add Attachment' button. The interface includes a navigation menu with options like 'User Management', 'Funding Announcement', 'Project Management', 'Portfolio Management', 'Work Manager', 'Audits', 'Maintenance', 'Contacts', 'Reporting', and 'External Menu'. The 'Attachments' section has a table with columns for Attachment Name, Description, Template File, and Date. Below the table are buttons for 'Save and Continue Editing', 'Save - In Process', 'Save - Complete', and 'Back'.

~~Attach verification of media, anything that you~~

earned that is printed or a report that is generated, such as PSAs, radio interviews, (links, articles, etc.).

Also attach a copy of your Pre & Post Press Releases

- Attach **PROGRAM TOTALS** from OPO Data Base (on the last page of the OPO Database entry, click on PRINT PREVIEW, scan, and save as PDF. (Important!))
- **For the May CIOT Blitz only:** attach the Pre & Post Seat Belt Summary forms. Do not include the individual survey forms.

This is the Screen you'll see after clicking **ADD ATTACHMENT**. Complete and click **SAVE** when done with each document you attach.

Slide9

The screenshot displays the eGrants system interface for the Indiana Criminal Justice Institute (ICJI). The browser address bar shows the URL: <https://egrants.cj.i.in.gov/Base/ProjectManagement/Monitoring/MNProgramMainAttachmentList.aspx>. The page header includes the eGrants logo and the ICJI logo. A system timeout message in the top right corner states: "System will time out at: 05:19:05 PM. Remaining time: 239:58".

The main navigation menu includes links for User Management, Funding Announcement, Project Management, Portfolio Management, Work Manager, Audits, Maintenance, Contacts, Reporting, and External Menu. The Project Management sub-menu is expanded, showing links for Project, Monitor, Fiscal Details, Audits, Contact Log, Search, and Commission Updates. The Monitor sub-menu is further expanded, showing links for Summary, Fiscal Reports, Program Reports, Inventory Reports, Monitoring Reports, Corrective Actions, and Close Out.

Project details are displayed below the navigation menu:

- Grant ID: 4434
- Project Start: 10/1/2015
- Project Title: FY 2016 Bicycle Enforcement and Education
- Project End: 9/30/2016
- Applicant Agency: Department of Public Safety
- Report Period: 11/1/2015 To 11/30/2015

The main section is titled "FILE ATTACHMENT MAINTENANCE". It contains fields for "Created Date:", "Created By:", "Last Update Date:", and "Last Update By:". Below these fields is a text input for "Attachment File Description:". The "Upload File:" section includes a "Browse..." button and the text "No file selected." A red error message states: "Maximum attachment size is 8,192 KB. Attempting to attach a document over 8192 KB in size will result in an error." At the bottom of the form, there are three buttons: "Save", "Delete", and "Back". The "Save" button is circled in black.

At the bottom of the page, there is a footer with the text: "Please send technical comments and problems to [ICJI EGRANTS Support](#). ©2011-2016 Indiana Criminal Justice Institute. All rights reserved. Unauthorized Access Prohibited."

Completing Attachment Page: Click on **Save-Complete** when all attachments have been added

Slide10

The screenshot displays the eGrants system interface for the Indiana Criminal Justice Institute. The browser address bar shows the URL: <https://egrants.cji.in.gov/Base/ProjectManagement/Monitoring/MNPProgramMainAttachmentUpdate.aspx>. The page header includes the eGrants logo and the Indiana Criminal Justice Institute logo. A system message in the top right corner states: "System will time out at: 05:19:41 PM Remaining time: 239:58".

The main content area displays the following information:

- Grant ID: 4434
- Project Start: 10/1/2015
- Project Title: FY 2016 Bicycle Enforcement and Education
- Project End: 9/30/2016
- Applicant Agency: Department of Public Safety
- Report Period: 11/1/2015 To 11/30/2015

Below this information, there are buttons for "Save and Continue Editing", "Save - In Process", "Save - Complete", and "Back". The "Save - Complete" button is circled in red.

The "Section Status: In Process" and "Section Name: Attachments" are displayed. A "View Corrective Actions Report" button is also present.

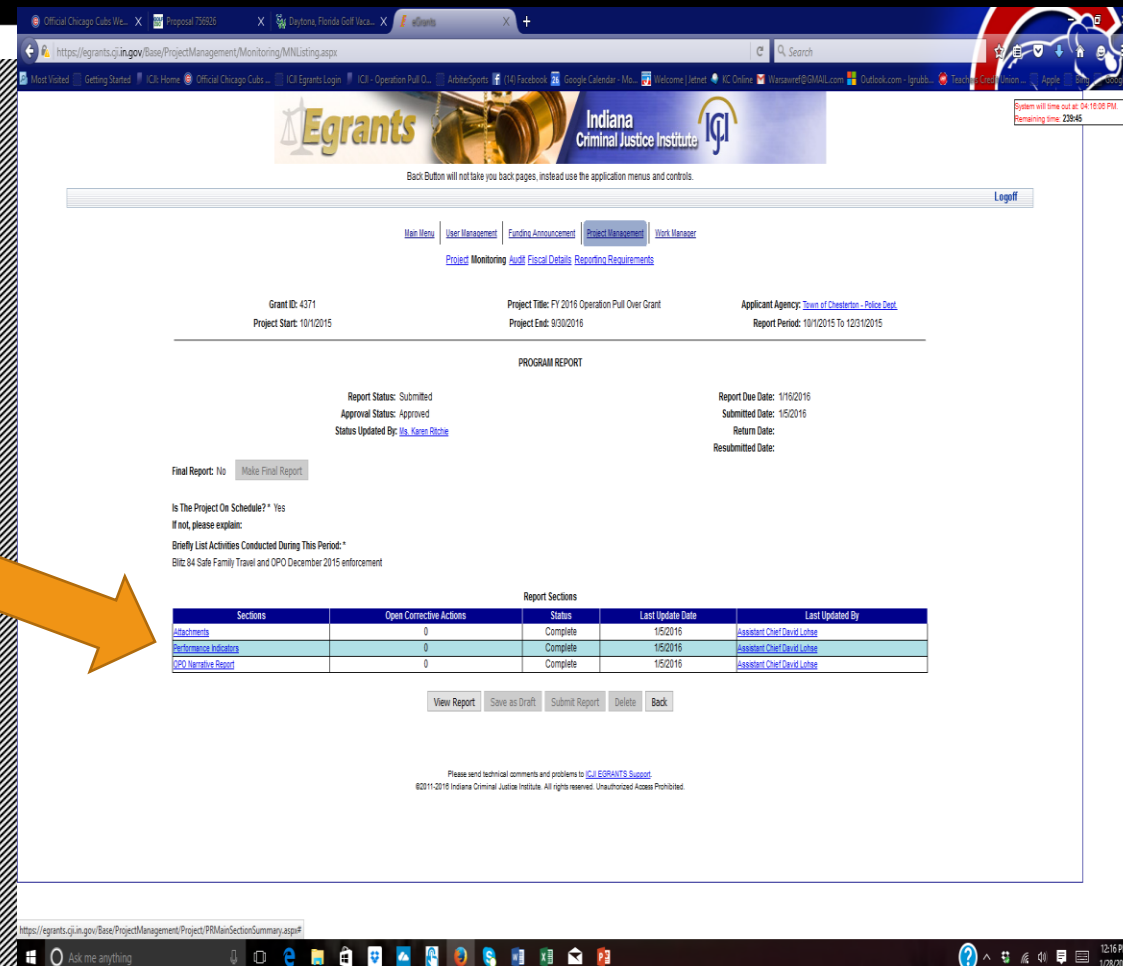
The "Corrective Actions" section includes a table with columns: Problem Description, Due Date, and Status. A link to "Add New Corrective Action" is provided.

The "Attachments" section includes a table with columns: Attachment Name, Description, Template File, and Date. An "Add Attachment" button is located above the table. Below the table, there are buttons for "Save and Continue Editing", "Save - In Process", "Save - Complete", and "Back". The "Save - Complete" button is circled in red.

At the bottom of the page, there is a footer with the text: "Please send technical comments and problems to [CJL EGRANTS Support](#). ©2011-2016 Indiana Criminal Justice Institute. All rights reserved. Unauthorized Access Prohibited."

Click on PERFORMANCE INDICATORS

Slide11



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https://egrants.cj.in.gov/Base/ProjectManagement/Monitoring/MNListing.aspx

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Back Button will not take you back pages, instead use the application menus and controls.

[Logoff](#)

[User Menu](#) [User Management](#) [Create Announcement](#) [Search Parameters](#) [Work Manager](#)

[Project Monitoring](#) [Audit](#) [Fiscal Details](#) [Reporting Requirements](#)

Grant ID: 4371 Project Title: FY 2016 Operation Pull Over Grant Applicant Agency: [Town of Chandler - Police Dept](#)
Project Start: 10/1/2015 Project End: 9/30/2016 Report Period: 10/1/2015 To 12/31/2015

PROGRAM REPORT

Report Status: Submitted Report Due Date: 1/15/2016
Approval Status: Approved Submitted Date: 1/5/2016
Status Updated By: [JL Karen Stoltz](#) Return Date:
Resubmitted Date:

Final Report: No [Make Final Report](#)

Is The Project On Schedule? * Yes
If not, please explain:
Briefly List Activities Conducted During This Period: *
Blitz 84 Safe Family Travel and CPO December 2015 enforcement

Report Sections

Sections	Open Corrective Actions	Status	Last Update Date	Last Updated By
Attachments	0	Complete	1/5/2016	Assistant Chief David L. Jette
Performance Indicators	0	Complete	1/5/2016	Assistant Chief David L. Jette
CPO Narrative Report	0	Complete	1/5/2016	Assistant Chief David L. Jette

[View Report](#) [Save as Draft](#) [Submit Report](#) [Delete](#) [Back](#)

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https://egrants.cj.in.gov/Base/ProjectManagement/Project/PDMMainSectionSummary.aspx#

Ask me anything 12:16 PM 1/28/2016

Performance Indicators. You only have to fill in the white boxes. When finished Click **SAVE-COMPLETE**.

Slide12

System will time out at: 05:20:55 PM.
Remaining time: 239:58

2.1. Number of pedalcyclists killed in traffic collisions
2.1.1 Actual Amount this report period:
2.1.2 Cumulative total for the project phase:
Σ: Your target for the project: N/A
+ Unexpected Results

2.2. Number of pedalcyclist serious bodily injuries
2.2.1 Actual Amount this report period:
2.2.2 Cumulative total for the project phase:
Σ: Your target for the project: N/A
+ Unexpected Results

2.3. Number of Participants - Child
2.3.1 Actual Amount this report period:
2.3.2 Cumulative total for the project phase:
Σ: Your target for the project: 150
+ Unexpected Results

2.4. Number of Participants - Adult
2.4.1 Actual Amount this report period:
2.4.2 Cumulative total for the project phase:
Σ: Your target for the project: 100
+ Unexpected Results

2.5. Number of Teachers & Volunteers trained
2.5.1 Actual Amount this report period:
2.5.2 Cumulative total for the project phase:
Σ: Your target for the project: 15
+ Unexpected Results

2.6. Number of Community Education Sessions held
2.6.1 Actual Amount this report period:
2.6.2 Cumulative total for the project phase:
Σ: Your target for the project: 10
+ Unexpected Results

Save and Continue Editing Save - In Process **Save - Complete** Back

Please send technical comments and problems to [ICJ EGRANTS Support](#)

- Once you have completed all sections and attached all documents, click **Save-Complete**

Click on PROGRAM NARRATIVE REPORT

Slide13

Official Chicago Cubs Web... x Proposal 75926 x Desktops Florida Golf Area... x Egrants

https://egrants.icji.in.gov/Basic/ProjectManagement/Monitoring/Monitoring.aspx

Egrants Indiana Criminal Justice Institute **ICJI**

Back Button will indicate you back pages, instead use the application menus and controls. [Logout](#)

[View Menu](#) [User Management](#) [Portfolio Administration](#) [Project Management](#) [Work Manager](#)

[Project Monitoring](#) [Audit](#) [Financial Details](#) [Reporting Requirements](#)

Grant ID: 4371 Project Title: FY 2016 Operation Pull Over Grant Applicant Agency: [Illinois Department of Police Dept.](#)
Project Start: 10/1/2015 Project End: 9/30/2016 Report Period: 10/1/2015 To 12/31/2015

PROGRAM REPORT

Report Status: Submitted Report Due Date: 1/15/2016
Approval Status: Approved Submitted Date: 1/5/2016
Status Updated By: [Dr. Karen Ritchie](#) Return Date:
Resubmitted Date:

Final Report: No [Make Final Report](#)

Is The Project On Schedule? * Yes
If not, please explain:
Briefly List Activities Conducted During This Period: *
Bite 84 Safe Family Travel and OPO December 2015 enforcement

Sections	Open Corrective Actions	Status	Last Update Date	Last Updated By
Electronic	0	Complete	1/5/2016	Completed Chief David Lohse
Performance Indicators	0	Complete	1/5/2016	Completed Chief David Lohse
OPO Narrative Report	0	Complete	1/5/2016	Completed Chief David Lohse

[View Report](#) [Save as Draft](#) [Submit Report](#) [Delete](#) [Back](#)

Please send technical comments and problems to: [ICJI Egrants Help](#)
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https://egrants.icji.in.gov/Basic/ProjectManagement/Project/PMMainSectorSummary.aspx#

Ask me anything 12:16 PM 1/20/2016

- Complete the **PROGRAM NARRATIVE REPORT** section with a short detail of your enforcement efforts

When all Report Section **STATUS** shows **COMPLETE**, the **SUBMIT** button will become available. When you are sure all is done correctly, click **SUBMIT REPORT**.

Slide 14

Back Button will not take you back pages. Instead use the application menus and controls.

Logoff

Main Menu | User Management | Funding Announcements | Project Management | Work Manager

Project Monitoring | Budget | Fiscal Details | Reporting Requirements

Grant ID: 4371
Project Start: 10/1/2015

Project Title: FY 2016 Operation Pull Over Grant
Project End: 9/30/2016

Applicant Agency: [Town of Chester - Police Dept.](#)
Report Period: 10/1/2015 To 12/31/2015

PROGRAM REPORT

Report Status: Submitted
Approval Status: Approved
Status Updated By: [Ms. Karen Ritchie](#)

Report Due Date: 1/16/2016
Submitted Date: 1/5/2016
Return Date:
Resubmitted Date:

Final Report: No [Make Final Report](#)

Is The Project On Schedule? * Yes
If not, please explain:
Briefly List Activities Conducted During This Period: *
Bltz 64 Safe Family Travel and OPD December 2015 enforcement

Sections	Open Corrective Actions	Status	Last Update Date	Last Updated By
Attachments	0	Complete	1/5/2016	Assistant Chief David Lohse
Performance Indicators	0	Complete	1/5/2016	Assistant Chief David Lohse
CPO Narrative Report	0	Complete	1/5/2016	Assistant Chief David Lohse

[New Report](#) [Save as Draft](#) [Submit Report](#) [Delete](#) [Back](#)

Please send technical comments and problems to [ICJI EGRANTS Support](#)
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- However, before you click **SUBMIT**, please click on **SAVE AS DRAFT** and contact your LEL to let him know you are ready to submit.
- Your LEL will be glad to take a look at it to ensure that everything is included.
- If something is not correct, it will be **RETURNED** to you and will delay any deposits that you might be expecting.

Contact your LEL before submitting if you have questions

Slide 15

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North Central Region LEL

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Indiana Criminal Justice Institute



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